



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Flight Services Manager PD: D1457000 AFSC: 1C7XX, 1C0X2 PSN #: 009682451L	RANK/GRADE:	<input type="checkbox"/>	NATIONWIDE	ANNOUNCEMENT #: ANG-AGR 2015-07
	NTE SMSgt/E-8	<input type="checkbox"/>	NCANG MEMBERS ONLY	
	<input checked="" type="checkbox"/>	ON BOARD AGR ONLY		

UNIT, LOCATION, POC:**145 Airlift Wing, Charlotte NC****POC: Col Thomas Brown thomas.brown@ang.af.mil****704.391.4315 DSN: 231.4315****OPENS: 13 March 2015 CLOSES: 10 April 2015****PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Plans, organizes, and coordinates airfield management activities during and after airfield operating hours. Identifies need for and coordinates all airfield construction and repair projects for both major and minor airfield improvement projects. Acts as the unit liaison with host airport authority to analyze impact of construction on operational flying activities. Evaluates airfield management activities to ensure compliance with established Air Force and FAA policies and directives. Advises unit commander(s) and staff on all airfield management related matters. Develops and applies Letters of Agreement, Host Tenant Support Agreements, Inter-service Support Agreements, Operational Plans, support of deploying units, and other support agreements as necessary with local and non-local agencies to support routine base flying activities as well as to respond to aircraft incidents; in-flight emergencies; search, rescue, and recovery operations; evacuations; and similar disasters, whether on or off base. This includes directing base emergency response forces on the airfield. Plans and develops operating instructions and emergency action checklists to ensure timely response in the event of emergencies. Ensures installation and operational aspects of secondary crash network to assure immediate notification and response in the event of an emergency. Conducts airfield-related inspections and takes positive action to eliminate unsafe flying conditions. Reviews, formulates, and issues written instructions to clarify Air Force, MAJCOM, and NGB guidance, and develops special instructions for non-routine assignments. Develops and manages base flight line driving program to include training, certification, and remedial action when required. Establishes procedures for controlling privately owned vehicles on the flight line. Directs the Operations Resource and Flight Management activities and oversees the custodial control and accountability for the AFORMS system. Analyzes and summarizes the reports from the data system to ensure maximum utilization of unit aircrew resources. Reviews operations resource management procedures and recommends changes to those procedures; inspects completed work; and evaluates employee performance. Serves as the Operations Directorate's Resource Advisor (RA). Serves as primary point of contact for Responsibility Center Manager (RCM) and Comptroller personnel on all resource management matters affecting the unit. Develops initial budgetary requirements, programs available dollars, and identifies unfunded requirements. Monitors financial programs within Operations, consolidates initial requirements received from CCM, and validates unfunded requirements. Plans and anticipates allotment of workdays for the Operations Directorate and ensures that adequate O&M funds are available to support yearly deployments, exercises, and TDY. When designated as the wing SORTS manager, collects and analyzes all available SORTS data to ensure accuracy of overall wing report. Prepares and presents formal SORTS briefings to Wing Commander and Staff, IG, MAJCOM, State Headquarters, and NGB. Publishes a formal training program for all unit SORTS monitors. Coordinates air operations functions with air route traffic control center; control tower; aircraft maintenance; crash and rescue; transient alert; and command section. Establishes procedures for gathering and maintaining current flight information and reporting statistical data relative to the base operations function. Interprets policies and flight directives pertaining to flight plans and local flight clearances. Reviews flight schedules, flight plans, local aircraft clearances, statistical mission data, and NOTAM files to ensure accuracy, completeness, and conformance with governing directives. Inspects publication files of air operations and aircraft flying directives for completeness and currency. Reviews Flight Information Publications (FLIP). Supervises the procurement and maintenance of a complete stock level of publications, charts, maps, forms, office supplies, stereo flight plans, and other supplies and equipment required in the operation of the Branch. Ensures required maintenance of the FAA flight planning (Dial Labs) telecommunications equipment and other equipment such as NOTAM and weather receivers. Performs other related duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas. Knowledge is also mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Member must remain in the position to which initially assigned for a minimum of 24 months.

Applicants for E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.